

BUILDING DEVELOPMENT COMMISSION
Minutes of February 15, 2011 Meeting

Jon Morris opened the Building-Development Commission (BDC) meeting at **3:03 p.m. on Tuesday, February 15th, 2011.**

Present: Jon Morris, Ed Horne, Travis Haston, Elliot Mann, Jonathan Wood, Zeke Acosta, Buford Lovett, Bernice Cutler, Will Caulder, Harry Sherrill and Kevin Silva

Absent: Dave Shultz

1. APPROVAL OF THE MINUTES

The motion by Elliot Mann seconded by Bernice Cutler to approve the January 18th, 2010 meeting minutes passed unanimously.

2. BDC MEMBER ISSUES AND COMMENTS

Ed Horne discussed contractors for EV charging stations have not been through the UL certification process. Is there some type of deadline as to when they need to obtain their UL certification to be on the county's approved EV contractors list? Joe Weathers confirmed there is no deadline and stated that we don't want to portray to contractors that they can't get on the county's list because we have all we need. Jim Bartl stated that we need to move forward anyway we can. Ed Horne will encourage contractors to begin getting their certifications since EV charging stations will be here soon. Ed Horne asked if Electronic Submittal would have the capability to accept small sketch type drawing for sign permits. Example, when you have to do a small sketch for a sign permit; will there be some type of .pdf format where you can scan and send it in to use as your drawing for a sign permit? Jim Bartl shared that we have not gotten to sign permits yet. The idea is that we will modify TIP to deal with local ordinance issues such as that down the road but not right now. When we get to that point we will have a tool that someone can attach a paperless document. If it has to be looked at by the City or one of the Towns they would be able to do the whole thing electronically. That's the idea. Noted: TIP future application to local ordinance application such as sign permits.

3. PUBLIC ATTENDEE ISSUES AND COMMENTS

No public attendee issues or comments.

4. New Mechanical/Plumbing Code Administrator

Willis Horton is stepping over from OnSchedule/Mega PM responsibilities to take on MP Code Admin responsibilities. Willis has been the department manager for a number of years. We are very fortunate to have someone with his extensive office plan review experience as well as private sector field experience. Willis has been a key participant in some of our most significant initiatives. He knows the process both at the State and at the National level and will be a good fit with Lon McSwain and Joe Weathers to take the group's collective work to a new plateau.

5. Feedback on TAB 1st Draft Quarterly Report to the BDC

BDC Members were asked to review the report for a second time. Joe Weathers asked members for their input and comments on the report's adequacy and whether additional information was needed.

EM: Who do we see being the user of the TAB committee?

JW: A/Es building green that doesn't meet code or is a grey area that is not specified in the code book. The TAB would help us in our decision making as far as becoming as close to code compliant as possible with these new technologies. It was suggested that with the various industry representatives we have come together through TAB that we include in our meetings a round table discussion of current design build events that may affect the code. This will be incorporated into agenda. The form needed for a TAB submittal is loaded on the web site at www.meckpermit.com under About Us. Each BDC

member was asked to take the TAB program description to their respective groups and introduce this program. Jim Bartl will schedule a meeting with the Green Committee through the Charlotte Chamber. Bernice Cutler to contact the Chamber and will pass along any information received. It was also suggested that we contact Bill Carroll with PS&I to determine best strategy for a TAB public awareness campaign. No objections to the TAB Quarterly Report format.

6. Technology

6.1 Website Redesign Mini-Demo

Jim Bartl discussed the customer focus group session previously held on September 24th by the Department for website feedback / input asking the group to identify changes they would like to see. Some of the key changes requested were to keep the main page design layout simple, as if everyone was a first time user. Standardization of the website pages was another customer request. The page conversions are taking longer than anticipated although making good progress. Jeff Griffin and Gary Mullis demonstrated the web site home page as well as many of the other pages that are currently being modified; describing the information that is accessible from the front page as well as the navigation of various pages throughout the web site. It is important that we make the home page very simple and user friendly. Town hall pictures are now available to view. Jeff reminded all BDC members that the web page is not live currently, is being built off site and we are demoing it for the first time today. The web site does require you to identify yourself as either an Architect/Homeowner/Contractor, once you have identified yourself by selecting one of these buttons it will take you to pages that are service appropriate for the type of customer you are. Jeff demoed all current pages to include the new staff directory.

6.2 Technology Report on Program Launches

Sandra Broome-Edwards brought the BDC up to speed on some of the launches we have implemented in the last few months. Intelligent .pdfs, allow the submitter to start a process and be able to submit it w/it being input by the internet. That process went live January 6th for the OnSchedule application, Preliminary Review and RTAPs. These are pdf forms now that the customer can download, fill out the information, submit it to EPM and then their project is validated. If something occurs on the internet or with that application it doesn't interrupt the customer's session they don't have to start over again. It gives customers the ability to build a repository of things submitted and to also have the ability to start and stop without having to recreate the wheel.

Smart Scheduling application eliminated the duplicate calendar that the coordinators were using to schedule plan review. The project went live within EPM on Feb. 14th, it is taking advantage of technology we currently have in the county by using the outlook calendars we currently have allowing them to schedule processes using that one calendaring system and also allowing the performers that need the grade the ability to self schedule some of the process themselves by being able to accept or reject suggested scheduling dates based on their scores.

Contractor Dashboard went into production on February 14th as well. It is in customer acceptance testing. The next step we will be looking for contractors that would be willing to benchmark the process and help work out any of the initial problems that may be encountered from a customer perspective. Sandra asked for any and all testing volunteers to help take this through the end of the process; contact Sandra or Geri if you are interested or know someone that may be interested. Benchmarking should be complete and ready for roll-out on June 30th.

EPS – Electronic Plan Submittal will begin major development between July and August of this year. Sandra will send an email describing the testing strategy, timing, and specifics of what we will actually be testing as well as contact information.

7. Commercial Plan Review Quarterly Report Status

- As noted in January meeting;
 - *Special report note: we did not have a typed report to give you as we were sorting out some reporting nomenclature confusion, which we discovered while computing mid-year numbers.*
 - *Impacts the total project review cycle counts, & differs from the discipline review cycle counts.*
 - *It requires correction in the July and October reports as well. We will issue this report and reissue the cover to the July and October reports.*
 - *The pass rate and %AAN use, as well as the most common defects listed below were not affected by the reporting error.*
- We are still working on this and will need another month to finish the work.
 - Relates to a change in reporting criteria after we moved LD function into POSSE last April.
 - We are comparing pre-April and post-April report criteria to assure they're collecting same data.
 - We have verified that past reports were correct in everything but project counts, and
 - perhaps variance in % projects passing 1st review (maybe 5% +/- lower than reported).
 - Next month, or before, will issue the Oct-December Commercial Plan Review Report
 - Along with replacement cover sheets for the April-June and July-Sept reports.

8. Review Public Info Strategy for "Expanding TIP" Launch

Tim Taylor distributed to members, a proposed strategy to promote and publicize the five (5) programs that we are rolling out later in the calendar year (see bulleted list below). In April we will notify all customers by way of e-blast, News Release and possibly a video that will be loaded on the web site, identifying the program as well as a brief description of each program.

- Projects involved
 - CTAC in scope review; available now
 - TIP Enhancement; available May, 2011
 - Electronic Permitting Fee Ordinance changes; July, 2011
 - CTAC- EPS; Fall 2011
 - Residential-EPS direct permitting; Fall 2011
- Public information strategy components
 - a) 30 days prior to each launch date, public info alerts launched including e-mail blasts to Web Site Notify Me subscribers.
 - b) News Releases and videos on Meck.com by the County's Public Service & Information (PS&I).
 - c) Posters will be placed in the lobby and flyers or brochures located at main customer service points.
 - d) Staff visits to trade or Professional Assoc. meetings will distribute flyers, spotlighting the changes.

9. FY12 Budget Process Update

- Subcommittee held 1st meeting on Feb 11. Following meetings on March 1 & March 11
- March 15 BDC meeting will be budget only;
 - Initiative status report and monthly stats will be e-mailed in advance
- Key issues identified in February 11 meeting include:
 - Fy12 staff at 129 FTE's with expense and revenue picture similar to Fy11
 - some unavoidable increases (code books, computer repl, Navision replacement)
 - big unknowns are CMGC overhead transfer and BOCC's decision on wage increase
 - Subcomm requested research in two areas;
 - Staff ideas on any service areas where we're losing \$\$\$ & related fee increases
 - Study and discussion on the cost recovery on small/single trade permits.

10. Department Statistics and Initiatives Report

10.1. Statistics Report

10.1.1. Permit Revenue

January- \$806,942, with Fy11 YTD at \$6,202,113

Fy11 projected permit revenue at January, \$944,065/mo x 6 = \$6,608,455

- so at mid-year, we are below projection by \$406,343 or 6.15%

10.1.1.1. Revenue/Expense Status After 7 Months

- Skipping monthly report to entire BDC, as this is discussed in detail with the BDC Budget Subcommittee.

10.1.2. Construction Value of Permits Issued

- January total - \$99,768,438, with YTD amount \$773,114,183
- Fy10 Total at January – \$872,354,938
- So YTD figure is down \$99.24M or off 11.37% from YTD at January, 2010

10.1.3. Permits Issued:

	December	January	3 Month Trend
Residential	3602	2553	3255/3150/3284/3602/2553
Commercial	1855	1558	1784/2194/1947/1855/1558
Other (Fire/Zone)	303	314	479/374/408/303/314
Total	5760	4425	5518/5718/5639/5760/4425

- Residential down 29.1%; commercial down 16%; total down 23.2%
- New constr SF Res'd YTD Permit totals: YTD total of 1009 is down 21.1% from Jan,2009 YTD total of 1279

10.1.4. Inspection Activity: Inspections Performed

Insp. Req.	Dec	Jan	Insp. Perf.	Dec	Jan	% Change
Bldg.	3355	2902	Bldg.	3334	2867	-14%
Elec.	4527	4096	Elec.	4654	4059	-12.8%
Mech.	2652	2382	Mech.	2676	2391	-10.7%
Plbg.	1755	1377	Plbg.	1750	1368	-21.83%
Total	12,289	10,747	Total	12,414	10,685	-14%

- All trades down, ranging from 22% (plbg) to 10.7% (Mech)
- total inspections requested down 12.5% __, total inspections performed down 14% __
- Inspections performed were 99.4% of inspections requested

10.1.4.1 Inspection Activity: Inspections Response Time

Insp. Resp. Time	OnTime %		Total % After 24 Hrs. Late		Total % After 48 Hrs. Late		Average Resp. in Days	
	Dec	Jan	Dec	Jan	Dec	Jan	Dec	Jan
Bldg.	97	93.1	97.9	96.7	99.2	98.7	1.07	1.13
Elec.	88	87.1	91.7	92	97.1	95.9	1.25	1.29
Mech.	96.7	92.3	97.7	96.6	99.4	98.2	1.07	1.15
Plbg.	98.5	95.4	98.9	96.9	99.8	98.6	1.03	1.10
Total	93.8	91	95.7	94.9	98.5	97.5	1.13	1.19

- All trades down, ranging from 1-4%;
- Average is above goal range; Electrical low is still within goal range.

10.1.5. Inspection Pass Rates for January, 2011:

OVERALL MONTHLY AV'G @ 87.85%, compared to 87.99% in December

Bldg: December – 83.09% **Elec:** December – 86.88%
 January – 81.97% January – 87.6%

Mech: December – 90.01% **Plbg:** December – 94.08%
 January – 90.77% January – 92.54%

- Bldg < 1%, Plbg <1.5%; Elec >1%, Mech >1%-
- Overall average, and individual disciplines still close to historic highs

10.1.5.1 CFD Inspection Pass Rate for January, 2011

- See handout; shows overall rate of 79.3% for January, or up 2.35 % from December (76.95)

10.1.6. OnSchedule and CTAC Numbers for January, 2011

CTAC:

- 87 first reviews
- Projects approval rate (pass/fail) – 69%
- CTAC was 35% of OnSch first review volume (87/87+139 = 226) = 38.5%

OnSchedule:

- October, 09: 131 1st rev'w projects; on time/early – 95.04% all trades, 93.67% B/E/M/P only
- November, 09: 114 1st rev'w projects; on time/early – 92.07% all trades, 91.09% B/E/M/P only
- December, 09: 106 1st rev'w projects; on time/early – 94.72% all trades, 95.18% B/E/M/P only
- January, 10: 104 1st rev'w projects; on time/early – 93.79% all trades, 93.28% B/E/M/P only
- February, 10: 119 1st rev'w projects; on time/early – 94.49% all trades, 93.3% B/E/M/P only
- March, 10: 161- 1st rev'w projects; on time/early – 97.51% all trades, 97.16% B/E/M/P only
- April, 10: 138- 1st rev'w projects; on time/early – 95.87% all trades, 94.07% B/E/M/P only

- May, 10: 95 - 1st rev'w projects; on time/early – 97.43% all trades, 97.61% B/E/M/P only
 - June, 10: 153 - 1st rev'w projects; on time/early – 89.71% all trades, 91.59% B/E/M/P only
 - July, 10: 140* - 1st rev'w projects; on time/early – 87% all trades, 90% B/E/M/P only
 - August, 10: 159* - 1st rev'w projects; on time/early – 87% all trades, 90% B/E/M/P only
 - September, 10: 148* - 1st rev'w projects; on time/early – 85% all trades, 83% B/E/M/P only
 - October, 10: 158- 1st rev'w projects; on time/early – 92% all trades, 90% B/E/M/P only
 - November, 10: 154- 1st rev'w projects; on time/early – 94% all trades, 94.25% B/E/M/P only
 - December, 10: 149- 1st rev'w projects; on time/early – 74.5% all trades, 80% B/E/M/P only (1)
 - January, 10: 137- 1st rev'w projects; on time/early – 82.65% all trades, 83.5% B/E/M/P only
- Note 1: lower on time rate owed to holiday staffing and very low County zoning rate.
*Indicates numbers restated from previous month to correct error in transferring #'s from report.

Booking Lead Times

- OnSchedule Projects: **for reporting chart posted on line**, on January 31, showed
 - 1-2 hour projects; at 1-2 work day booking lead time, except mech/plbg at 6 days
 - 3-4 hour projects; at 2 work days lead time, except bldg & M/P at 9 days
 - 5-8 hour projects; at 3 work days lead time, except
 - bldg-11 days, M/P-10 days, Elec -5days, CFD – 5days
- CTAC plan review turnaround time; 4 work days across the board
- Express Review – booking lead time was; 6 work days for small projects, 6 work days for large

10.2. Status Report on Various Department Initiatives

10.2.1. January Meeting Follow-up

10.2.1.1. BDC Quarterly Bulletin

- New quarterly bulletin complete, e-mailed to customers and posted on www.meckpermit.com

10.2.1.2. meckpermit.com Redesign Changes into Place

- See item 6.1 of this outline.
- A full demo will be scheduled in the April BDC meeting

10.2.1.3. BDC Meeting December Stat Chart Corrections

- Charts correcting errors in the permit revenue and construction value permitted re-distributed to BDC members.

10.2.1.4. Commercial Plan Review Quarterly Report

- See item 7 of this outline.

10.2.1.5. BDC Membership

- Regards appointments of General Contractor's Assoc rep and the Charlotte Plumbing, Heating and Cooling Contractors Association Rep.
- BOCC has all required documentation to reinstate Will Caulder (re-nomination letter from AGC) as well as replacement documentation on the M/P position.

10.2.2. NC BCC BIM-IPD Ad Hoc Committee Progress

- The BIM-IPD Ad Hoc Committee completed its work on December 6.
- Lon McSwain delivered the revised BIM-IPD Admin Code Change Proposal to the BCC on December 14.
- Meeting of the joint Admin Code & Bldg Code Standing Committee to review and comment on the proposal is scheduled for Monday March 7, 2pm +/- . All Ad Hoc Comm members welcome to attend.
- **Error in last month's report**; this pushes the BCC action schedule to a public hearing at June 23 meeting, final vote at Sept 13 meeting.

10.2.3. Advance Electrical Journeyman's Program Testing Pilot

- Reminder of basics;
 - Revises Journeyman's Card Program, using the trade contr association as the testing agency in the program.
 - The Department retains responsibility to administer issuance and renewal of the Journeyman's Card itself.
- First test administered by NCAEC, occurred as scheduled on Jan 20; everything went smoothly.
- So early feedback on this pilot looks good.

10.2.4. EV Car Qualified List of Engineers and Contractors

- The Department continues working with BDC member Ed Horne and CAAEC to solicit interest in the program certifying Electrical engineers and contractors as proficient in EV supply multiple commercial installations.
- At this date we have one electrical contractor who has completed both the UL certification course and our TIP/ Plan Review awareness presentation.

10.3. Manager/CA Added Comments

- No additional Manager/CA added comments were noted.

11. Adjournment

The February 15th, 2011 Building Development commission meeting adjourned at 4:40 p.m.

NOTE: The next **BDC Meeting** is scheduled for **3:00 p.m., Tuesday, March 15th, 2011.**
Please mark your calendars.